



Believing and Achieving Together to be The Best We Can Be

Meeting of the Full Governing Board of OTTER VALLEY FEDERATION					
Date/Time	19 th November 2025 6:30pm	Location	Microsoft Teams Online		
Attendees	Initials		Attendees	Initials	
Amanda Fulford	AF	Executive Headteacher	Rev Lydia Cook	LC	Ex Officio Governor
Louisa Mansfield	SE	Head of School	Pete Button	PB	Staff Governor <i>Head of School</i>
Eddie Smith	ES	Parent Governor SEND & Inclusion Lead	Mark Humphries	MH	Foundation Governor Safeguarding Lead
Present					
Jess Bengler		Clerk to Governors			
Apologies					
Daphne Sherwood	DS	Foundation Governor Staffing Lead	Jamie Lawrence	JL	Foundation Governor School Improvement Lead
Simon Richards	SR	Parent Governor Finance Lead	Sarah Walls	SW	Foundation Governor
Alex Pryor	AP	Co-opted Governor Curriculum Lead	Claire Polverino	CP	Foundation Governor Premises Lead
Absent					

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
1.	<p>Quotes for Feniton to replace two heaters in staffroom / Year 1 classroom Information sent out prior to the meeting for review, AF gave supplement information to accompany the quotes.</p> <p>ES asked what the budgetary impact of these repairs. AF confirmed that this repair had not been factored into the budget for the year but will be funded from the repairs budget and will not cause an overspend on the budget.</p> <p>Proposal: To approve the Lorne Stewart Quote Agreed by all present</p> <p>AF reported that the company have said they can install on 22nd/ 23rd 24th December which is a little time off. The meeting discussed how we can manage the classroom temperatures in the interim periods. LM and AF</p>		

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
	reported that they are monitoring this closely.		
	Date of next meeting: FGB Meeting 8 th December 2025 6:30pm Feniton		
	Meeting closed at 18:45.		

Our Ref: DBR/PLYMQ 18282
Client Ref –Feniton School

Feniton School
Station Road
Feniton
Honiton
DEVON
EX14 3EA

05/11/2025

Lorne Stewart PLC
Services Division
Barley House
Estover Rd
Estover
Plymouth
PL6 7PA

Tel: 01752 768088
www.lornestewart.com

Hi All

RE: QUOTATION: Feniton School-To install AC system in the staff room and year one

Please find attached our quote to carry out work to install AC system in the staff room and year one

Scope of works:

- To attend site and carry out site specific risk assessment.
- To install new AC system in the year one classroom and staff room.
- To commission to manufacturer's instructions.
- To certificate.
- To remove debris from site.

TOTAL - £12,190.84+ vat. (Twelve Thousand one hundred and ninety pounds and eighty four pence plus value added tax.)

Whilst submitting the above for your consideration, we would take the opportunity to draw the following points to your attention:-

- a. Our price is based upon 30 days payment terms.
- b. Our price is offered as per the terms & conditions of the current agreement.
- c. Our price is exclusive of VAT which will be charged at current rates.
- d. Our price is based on in hours work only.
- e. Our offer is based upon information provided and excludes any replacement parts/materials and these will be at cost plus.
- f. Our quotation does not allow for any asbestos testing or removal.

www.lornestewartgroup.com

020 8732 2000

Registered Office: Aladdin Building, Western Avenue, Greenford, UB6 8UY
Company NO: 1348218



Part of the Lorne Stewart Group

g. We have not allowed for any other site attendance, reporting or requirements other than detailed.

We trust that the above is a correct interpretation of your instructions and that it meets with your favoured consideration. However, should you wish to discuss any of the above further, please do not hesitate to contact this office.

Whilst taking this opportunity to assure you of our utmost attention, we remain

Yours faithfully

For and on behalf of
LORNE STEWART PLC

Darren Bruce
Supervisor.

Our Ref: DBR/PLYMQ 17850
Client Ref –Feniton School

Feniton School
Station Road
Feniton
Honiton
DEVON
EX14 3EA

21/07/2025

Lorne Stewart PLC
Services Division
Barley House
Estover Rd
Estover
Plymouth
PL6 7PA

Tel: 01752 768088
www.lornestewart.com

Hi All

RE: QUOTATION: Feniton School- to replace heater in the staff room

Please find attached our quote to carry out work to replace heater in the staff room

Scope of works:

- To attend site and carry out site specific risk assessment.
- To isolate and make safe.
- To remove faulty Drugasar heater in the staff room.
- To install new Drugasar heater in the staff room.
- To install CO alarm in the staff room.
- To commission to manufacturer's instructions.
- To certificate.
- To remove debris from site.

TOTAL - £2,099.36+ vat. (Two Thousand and ninety nine pounds and thirty six pence plus value added tax.)

Whilst submitting the above for your consideration, we would take the opportunity to draw the following points to your attention:-

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- d. Our price is based on in hours work only.

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Whilst taking this opportunity to assure you of our utmost attention, we remain

Yours faithfully

For and on behalf of
LORNE STEWART PLC

Darren Bruce
Supervisor.

Our Ref: DBR/PLYMQ 18014
Client Ref –Feniton School

Feniton School
Station Road
Feniton
Honiton
DEVON
EX14 3EA

08/09/2025

Hi All

RE: QUOTATION: Feniton School- to replace heater in year one

Please find attached our quote to carry out work to replace heater in year one

Scope of works:

- To attend site and carry out site specific risk assessment.
- To isolate and make safe.
- To remove faulty Vulcana heater in year one.
- To install new Vulcana heater in year one.
- To adapt electrics for new heater.
- To install CO alarm in the staff room.
- To commission to manufacturer's instructions.
- To certificate.
- To remove debris from site.

TOTAL - £2,678.95+ vat. (Two Thousand six hundred and seventy eight pounds and ninety five pence plus value added tax.)

PLEASE NOTE

3-4 WEEKS ON VULCANA HEATER

Whilst submitting the above for your consideration, we would take the opportunity to draw the following points to your attention:-

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www.lornestewartgroup.com

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Company NO: 1348218



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Yours faithfully

For and on behalf of
LORNE STEWART PLC

Darren Bruce
Supervisor.

Cannings

EST. 1969



Feniton Primary School

Staff Room and Classroom Air Conditioning

27/10/2025

IJC-GP25170

Quotation No: IJC-GP25170

Cannings Contact: Glenn Price – glenn.price@ijcannings.co.uk

Date: 27/10/2025

Client: Nikki Meyers – Feniton School

Site: Feniton Primary School

Reference: Installation of Air Conditioning

Dear Nikki

Thank you for considering Cannings for your Renewable and building services and needs. Please find attached our detailed quotation for the requested works. We have carefully outlined the scope of services, project timelines, and associated costs to ensure transparency and clarity.

Our team is committed to delivering high-quality results and providing a seamless experience from start to finish. Should you have any questions or require further information, please don't hesitate to contact us.

We look forward to the opportunity to work with you and contribute to the success of your project.

If you have any further questions, please do not hesitate to contact me.

Kind Regards,

G. Price

Name: Glenn Price

Position: Technical Director

1. Scope of Work

The following services are included in this quotation:

To disconnect and remove existing failed heaters and provide Air Conditioning for heating. The units are to be wall mounted above the existing heaters and the outdoor units to be ground or high level wall mounted depending on structure fixings.

- **Supply and Installation of Air Conditioning Units**
 - 2no Samsung Air Conditioning Units (Indoor and Outdoor Units)
 - Nominal Cooling Capacity: 7.1kW
 - Nominal Heating Capacity: 7.1kW
 - Refrigerant Type: R32
- **Refrigerant Piping and Insulation**
 - Supply and installation of refrigerant piping (up to 15 meters)
 - Insulation of pipes and connections to ensure efficiency and prevent energy loss.
 - Compliance with F-Gas regulations for refrigerant management.
- **Electrical Connections**
 - 2no 20amp 1ph supplies via rotary outdoor isolators
 - Full electrical installation of the air conditioning system, including rotary isolators, wiring, connections to a new electrical circuit, and installation of necessary protection devices such as circuit breakers/RCD.
 - All work will be carried out in accordance with UK electrical standards (IET Wiring Regulations, BS7671, Part P of the Building Regulations).
- **Condensate Drainage System**
 - Installation of condensate drain lines to ensure proper water drainage from the air conditioning system.
- **Testing and Commissioning**
 - Full testing of the air conditioning system, including refrigerant charge, electrical checks, and system diagnostics.
 - Performance testing to verify cooling capacity, airflow, and system efficiency.
- **Handover**
 - Provision of user manuals, warranty documentation, and maintenance instructions.
 - System demonstration and customer training (if required).



2. Detailed Breakdown of Costs

Description	Quantity	Unit Price (£)	Total (£)
Disconnect and remove Heaters	2	125	£ 250.00
Air Conditioning Units	2	1125	£2,250.00
Refrigerant Piping & Insulation	1	100	£ 100.00
Electrical	1	470	£ 470.00
Condensate Drainage System	1	25	£ 25.00
Labour (Installation)	1	2890	£2,890.00
Grand Total (ex-VAT)			£5,985.00

Optional Items

Optional hard wired Remote Controller	2	140	£ 280.00
Outdoor Cage	2	235	£ 470.00

Note - The hard-wired remote gives the option for 7-day time schedule control, however this is not mandatory and the unit does come with a wireless remote as standard.

3. Terms and Conditions

1. Payment Terms

- The balance is due upon completion of the installation and commissioning of the system.

2. Quotation Validity

- This quotation is valid for 30 days from the date of issue. After this period, prices may be subject to change due to market conditions or material costs.

3. Installation Schedule

- The installation will be scheduled once the official order has been received.
- Estimated installation time: 1 weeks from the start date, subject to availability of materials and site readiness.
- Any delays caused by factors beyond our control (e.g., supply chain delays, site access issues) will be communicated promptly.

4. Warranty

- The air conditioning units come with a 5-year manufacturer's warranty.
- We provide a 12-month workmanship warranty on the installation, which covers any defects in labour or installation quality.
- Any defects related to installation will be rectified free of charge within this period.

5. Exclusions

- This quotation does not cover the cost of any electrical work beyond the necessary installation of the works listed in section 1 or any structural modifications to the property.
- Any additional costs incurred due to unforeseen site conditions (e.g., the need for extra refrigerant piping or electrical work) will be agreed upon in advance.

6. Health and Safety

- All installation works will be carried out in accordance with relevant UK health and safety regulations to ensure a safe working environment for both the installation team and the customer.

4. Acceptance

Please sign and return a copy of this quotation to confirm your acceptance of the terms and conditions and to proceed with the work.

Acceptance of Quotation:

I hereby accept the quotation provided by I J Cannings & Son Ltd for the supply and installation as detailed above.

Name:

Signature:

Company Name:

Date:

Quotation is valid for 30 days.

Feniton C of E Primary School
 Station Road
 Feniton
 Honiton
 Devon
 EX14 3EA

Quote

Date	01/10/25
Quote number	3975

Following on from your recent boiler survey, we are pleased to present you with the following quotation for your consideration:

Supply and fit like for like gas heaters

Staff room

Scope of works:

- To attend site and carry out site specific risk assessment.
- To isolate and make safe.
- To remove faulty Drugasar heater in the staff room.
- To install new Drugasar heater in the staff room.
- To install CO alarm in the staff room.
- To commission to manufacturer's instructions.
- To certificate.
- To remove debris from site.

Total - £2000.00 +VAT

Year 1

Scope of works:

- To attend site and carry out site specific risk assessment.
- To isolate and make safe.
- To remove faulty Vulacana heater in year one.
- To install new Vulcana heater in year one.
- To adapt electrics for new heater.
- To install CO alarm in the staff room.
- To commission to manufacturer's instructions.
- To certificate.
- To remove debris from site.

Total - £2250.00 +VAT

Description	Unit price	Quantity	Total
Staff Room	£2,000.00	1.00	£2,000.00
Year One	£2,250.00	1.00	£2,250.00

Exc VAT	£4,250.00
VAT (20.000%)	£850.00
Total	£5,100.00

Devon Heating Services Ltd
 Unit 6, Philip House, Exeter, EX1 3RU

Email: info@devonheating.co.uk
 Company Reg: 09040007 VAT No: 216038142 Gas Safe No: 545981

Got a cheaper price ?



This quote is valid for 30 days.

If you would like more information, or if you would like to discuss this further, please do not hesitate to contact us.



Terms & Conditions

Payment Terms and Conditions

1. Payment Due on Receipt

Payment for all goods and services provided by Devon Heating Services Ltd is due immediately upon receipt of the invoice unless otherwise agreed in writing.

2. Retention of Title

All goods remain the property of Devon Heating Services Ltd until full payment has been received. Ownership will only transfer to the purchaser once the balance is cleared in full, including any applicable interest or recovery costs.

3. Late Payment and Interest

In accordance with the Late Payment of Commercial Debts (Interest) Act 1998, if payment is not received on time, Devon Heating Services Ltd reserves the right to charge statutory interest at 8% above the Bank of England base rate on the overdue amount, as well as a fixed late payment compensation fee.

For non-commercial debts, [Company Name] reserves the right to charge interest at a reasonable rate, as permitted under UK law, along with any applicable compensation fees and recovery costs.

4. Recovery of Costs

In the event of non-payment, any costs incurred in recovering the outstanding balance, including legal fees, collection agency fees, and court costs, will be payable by the debtor.

5. Disputes and Queries

Any disputes or queries regarding an invoice must be raised in writing within seven (7) days of receipt. Failure to do so will be deemed as acceptance of the invoice in full.

6. Cancellation and Refunds

Orders cancelled after invoicing may be subject to cancellation fees at the discretion of Devon Heating Services Ltd. Refunds, where applicable, will be processed in accordance with our refund policy.

7. Governing Law

These terms and conditions are governed by and interpreted in accordance with the laws of England and Wales. Any disputes arising under or in connection with these terms shall be subject to the exclusive jurisdiction of the courts of England and Wales.

By placing an order with Devon Heating Services Ltd, the customer agrees to these payment terms and conditions.

Payments

By Bank Transfer: If you wish to pay by BACS, our bank account details are:

Starling Bank

Account Name: Devon Heating Service Limited

Account No: 94635500

Sort Code: 60-83-71

Please include your invoice number as a reference when you make your payment

By Debit or Credit Card: If you wish to make a payment by card, please call our office on 01392 796699.

Please retain a copy of this invoice as proof of works carried out.

All materials used remain the property of Devon Heating Services until payment is received in full.

Feniton C of E Primary School
 Station Road
 Feniton
 Honiton
 Devon
 EX14 3EA

Quote

Date	01/10/25
Quote number	3976

We are pleased to provide the following estimate for your consideration:

Supply, install & commission a Bosch multi split air conditioning system.

Worcester Bosch Climate 5000M

Worcester Bosch Climate 3200i 3.6kw in Year 1 classroom

Worcester Bosch Climate 3200i 2.6kw in staff room.

Auto mode

The system switches automatically between heat and cold modes if the ambient temperature is respectively below or above the temperature setting value.

Ventilation mode

The fan speed may be selected without starting up the exterior unit.

Cold mode

The fan speed may be selected to obtain the required temperature.

Dehumidifier mode

This mode adapts the ambient humidity to the optimum level for the time of year.

Heat mode

The fan speed may be selected to obtain the required temperature

Exc VAT	£4,000.00
VAT (20.000%)	£800.00
Total	£4,800.00

This quote is valid for 30 days.

If you would like more information, or if you would like to discuss this further, please do not hesitate to contact us.

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